Terms of Reference
Audit and Risk Committee

Membership
Membership shall comprise:
   a) Four elected members appointed by council.
   b) The council Chair as an Ex-officio member.
   c) Three independent members (one independent risk advisor, two Tangata Whenua advisors), with voting rights.
   d) The Chair shall be an independent member (selected from three independent members) appointed by council.

Quorum
A quorum comprises 4 members, 2 of whom must be elected members.

Standing orders
Standing orders apply.

Powers
Obtain external professional advice (within approved budget), as considered necessary to meet its responsibilities.

Administration
Meets quarterly. Should an urgent decision be required outside of the quarterly meeting schedule, the council will assume the role and responsibilities of the committee. For reasons of efficiency and/or expediency, should the Committee not be able to perform their functions, the council will assume their role and responsibilities.

The Committee is directly responsible and accountable to the council for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the council rests with the Chief Executive.

Reports to council.

Roles and Responsibilities
The council authorises the committee, within the scope of its Terms of Reference, role, and responsibilities, to:

1. **Audit**
   a) Review and monitor t h e external and internal audit programme and receive audit report findings.
   b) Review and monitor management's implementation of audit recommendations.
   c) Act as a forum for communication between management and internal and external auditors.

2. **Risk**
   a) Review and monitor council's risk management arrangements.
   b) Review council's risk management framework and risk register for effective identification and management of the council's risks.
   c) Monitor council's insurance arrangements.

3. **Procurement**
   a) Monitor council's procurement for contracts over $100k value.

4. **Delegations**
   a) Review the delegation's manual from time to time and make recommendations to council for any changes.

5. **Finance**
   a) Monitor and review financial polies and financial performance.

6. **People and Culture**
   a) Monitor council's people and culture management.
   b) Monitor council's health and safety management.

7. **Regulatory services oversight**
   a) Review and recommend to council for approval Regulatory Services guiding policies.
   b) Quarterly reporting of consent applications.
   c) Quarterly reporting of compliance monitoring activities.
   d) Quarterly reporting of formal enforcement activities (e.g. infringement notices, enforcement orders, prosecution cases).